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OUTLINE OF PROPOSED PROCEDURES FOR
THE SELECTION OUT OF AGENCY PERSONNEL

1. POLICY:

As a continuing element of Agency personnel policy, procedures will be employed for the purpose of identifying and releasing from employment persons whose effectiveness is marginal or sub-marginal. Considerations of fairness to the individuals affected, the impact on Agency morale, and the position of the Agency in relation to the inevitable external pressures generated in behalf of the persons identified and released, impose upon the Agency a high responsibility to exercise this program with painstaking objectivity. Insofar as it is possible to do so, the procedures established are designed to assure judicious and careful deliberation of all cases.

2. IDENTIFICATION:

- a. Deputy Directors and Heads of Career Services are responsible for identification of personnel who should be selected out in the interest of the Agency's programs, operations and activities.
- b. For assistance in carrying out this responsibility Deputy Directors and Heads of Career Services have available the existing mechanisms of the Career Service Boards, and the Competitive Evaluation Panels established to implement the competitive promotion program.
- c. Where the services of the Competitive Evaluation Panels are used in order to assist in the identification of personnel for selection out, the action of the Panel may consist of a listing of personnel in the Career Service identified in rank order according to those whose cases most warrant action for removal from the Career Service.
- d. Since it is anticipated that in its initial period the administration of an Agency selection-out program will contribute to a reduction in personnel strength to ceiling levels, the base of consideration for identifying employees should be fairly broad. For this reason, cases to be reviewed for the first time should include those coming within the criterion of lapse of over three years since last promotion (proposed by the study developed by the Director of Personnel - Tab B), as well as such other cases as properly come within the scope of the review because of general questions of suitability, effectiveness or potential surrounding the individuals concerned.

~~CONFIDENTIAL~~

TAB C

- e. Where Panel review of cases is requested by the Deputy Director or Heads of Career Services, the results should normally be communicated to the Deputy Director or Head of Career Service through the appropriate Career Service Board. The recommendations of the Board may vary from the report of the Panel, but the Deputy Director or Head of Career Service should be apprized of such differences when they occur.
- f. Names of personnel proposed by Deputy Directors and Heads of the Career Services for selection out will be conveyed directly to the Director of Personnel for action leading to separation or consideration for reassignment or other appropriate action.

3. REVIEW:

- a. The Director of Personnel will conduct a review of all cases received pursuant to 2.(f) above. Where the Director of Personnel concurs in the proposed separation, he will notify the employee concerned of the action proposed. The employee will also be informed by the Director of Personnel of his right to request the convening of a board of senior officials to hear his arguments against the proposed action. When the employee does not desire to invoke this hearing process, the Director of Personnel will prepare the case for action by the Director under Section 102(c) of the National Security Act of 1947.
- b. When persons request to be heard with respect to the selection-out actions proposed in their case, such hearings will be conducted in accordance with the Review Board structure presently established under the supervision of the Deputy Director (Support).

4. TERMINATION:

When final approval is given by the Director for the separation of a person under these procedures, the individual should be informed by the Office of Personnel of the privilege to resign in lieu of removal. Additionally, a reasonable period should normally be allowed each person prior to effecting termination to afford an opportunity to locate new employment or make such other arrangements as are required. The Office of Personnel is responsible for giving all possible assistance in these cases including especially the development of information concerning other employment possibilities and supporting as far as possible the applications of these individuals when they are deemed qualified.

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